CHILD SAFEGUARDING PROCEDURES

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1. Introduction

1.1. Intent
ECPAT International believes that every child has the right to live free from abuse and exploitation and that we all have a responsibility to create the circumstances that allow them to be safe and thrive.

These procedures reflect that, in general, ECPAT International does not provide direct services for children and young people, nor is it an agency which undertakes criminal or other forms of investigation. The procedures designate required actions to prevent and address safeguarding concerns, and detail how to proceed to respond, investigate and act when concerns arise. ECPAT may refer to and cooperate with relevant authorities and service providers.

Our Child Safeguarding Policy outlines the standards that are applied by the ECPAT International secretariat, and that must be reflected by network members in their own child safeguarding approaches.

The Child Safeguarding Procedures (“Procedures”) describe the practical actions that the ECPAT International secretariat performs to apply this policy. The procedures detail the expectations for ECPAT member organisations to address in their own child safeguarding approaches.

1.2. Scope
The Procedures cover ECPAT International’s operations and activities through the Secretariat, and apply to:

- Board members
- Staff
- Consultants
- Interns and volunteers
- Any person representing the organisation at ECPAT International’s request.

While the Procedures do not apply directly to them, section 4 outlines our expectations of ECPAT International member organisations.

1.3. Definitions
ECPAT International subscribes to, and promotes the terminology agreed in the Terminology Guidelines for the Protection of Children from Sexual Exploitation and Sexual Abuse (Luxembourg Guidelines), including important projects that contextualise and translate terminology into languages other than English. These are available at http://luxembourgguidelines.org/.
2. Awareness

2.1. Child Safeguarding Focal Point
At all times, a staff member who has the necessary knowledge, skill and training will be designated by the Executive Director as the child safeguarding focal point.

This role will coordinate awareness, as well as receive concerns and assist the Senior Management Team to investigate and respond to child safeguarding issues as required.

2.2. Induction
All new staff, volunteers and interns will take part in a minimum thirty-minute induction session with the child safeguarding focal point during their orientation to the organisation. This will include familiarisation with the Policy and Procedures, a discussion about the Code of Conduct (Child Safeguarding section) and clarifying requirements and processes for raising concerns.

2.3. Refresher Training
Regular sessions, minimum once per year, on child safeguarding will be conducted with all staff to refresh knowledge and awareness and to collectively review and assess the effectiveness of implementation and the procedures.

2.4. Consultation with the Child Safeguarding Focal Point
All staff are encouraged to contact the child safeguarding focal point at any time for advice or guidance on safeguarding issues. A culture of watchfulness and open discussion amongst all staff is important for child safeguarding to be effective in practice.

2.5. Code of Conduct
The Code of Conduct articulates ECPAT International’s expectations of our people at all times when engaged with the organisation. The Code of Conduct includes a sub-section detailing specific child safeguarding conduct requirements. It is in the HR Manual and can also be found at annex 1.
3. Recruitment

ECPAT International will take all necessary precautions to ensure that our people do not pose an unacceptable risk to children. We will consistently apply robust recruitment procedures for all roles.

All vacancy announcements will refer to ECPAT International’s commitment to child safeguarding and that this commitment is included in the selection process. Reference will be made in the position description in the case direct work with children is required and the level and frequency of contact with children.

3.1. Staff

3.1.1 Criminal Record Checks

Formal criminal record checks from the individual’s country of citizenship or latest permanent place of residence will be required for all staff positions before employment is confirmed. ECPAT International will inform all applicants of this requirement during the recruitment process.

As criminal record checks can take time, on occasion, ECPAT International may offer employment, provisional on the result of the check.

For positions where frequent direct contact with children is required (see under 3), criminal record checks may be extended to countries where the candidate has resided for a period longer than 12 months in the last five years. In these cases, the Deputy Executive Director/ Operations will establish the requirements in consultation with the Child Safeguarding Focal Point.

For jurisdictions where a criminal record check is impossible or would require a disproportionate effort to obtain, the Deputy Executive Director/ Operations may approve other sources such as a senior community representative or a previous employer as alternative. (See annex 2 for a template character reference).

The Deputy Executive Director/ Operations is responsible for ensuring required criminal record checks are on file.

3.1.2 Interview questions

Interview questions are used by a selection panel to assist in assessing all candidates for employment for their suitability to work with children. Questions may ask candidates to respond to a hypothetical situation related to child safeguarding and ethics and assess the appropriateness of their response. Written notes will be stored on file for all successful candidates.

3.1.3 Reference checks

All staff appointments are subject to three satisfactory references from previous employers/ educational institutions. Recommendations from personal friends or members of family are not acceptable.

Referees will be explicitly asked about the applicant’s work in relation to children and child safeguarding issues.
3.1.4 Code of Conduct
All staff must sign indicating their agreement to abide by the Code of Conduct before employment is confirmed.

3.2. Consultants

3.2.1 Criminal Record Checks
An assessment for risks related to contact with children (real-life or virtual) will be made before deciding on whether a criminal record check will be performed. The level of this requirement will be detailed in the terms of reference for the consultancy.

For jurisdictions where a criminal record check is impossible or would require a disproportionate effort to obtain, the Deputy Executive Director/Operations may approve other sources such as a senior community representative or a previous employer as an alternative. (See annex 2 for a template character reference).

3.2.2 Interview questions
Questions may ask candidates to respond to a hypothetical situation related to child safeguarding and ethics and assess the appropriateness of their response. Written notes will be stored on file for all successful candidates.

Depending on the assessment of risks related to contact with children, interview questions related to child safeguarding may not be included in the recruitment of consultants. Work such as home-based work is deemed a low risk for child safeguarding.

3.2.3 Reference checks
Depending on the assessment of risks related to contact with children, reference checks may not be included in the recruitment of consultants. Work such as home-based work is deemed a low risk for child safeguarding.

3.2.1 Code of Conduct
All consultants must sign indicating their agreement to abide by the Code of Conduct before contracting.
3.3. **Interns and Volunteers**

3.3.1 **Criminal Record Checks**
Formal criminal record checks from the individual’s country of citizenship or latest permanent place of residence will be required for all intern and volunteer positions. ECPAT International will inform all applicants of this requirement during the recruitment process.

As criminal record checks can take time, on occasion, ECPAT International may offer an intern or volunteer position provisional on the result of the check.

For intern or volunteer positions where frequent direct contact with children is required, criminal record checks may be extended to countries where the candidate has resided for a period longer than 12 months in the last five years (see also under 3.1.1)

The Deputy Executive Director/ Operations is responsible for ensuring required criminal record checks are on file.

3.3.2 **Interview questions**
Questions may ask candidates to respond to a hypothetical situation related to child safeguarding and ethics and assess the appropriateness of their response. Written notes will be stored on file for all successful candidates.

Depending on the assessment of risks related to contact with children, interview questions related to child safeguarding may not be included in the recruitment of interns and volunteers.

3.3.3 **Reference checks**
Depending on the assessed risk of the recruited position, reference checks may not be included in the recruitment of interns and volunteers.

3.3.4 **Code of Conduct**
All interns and volunteers must sign indicating their agreement to abide by the Code of Conduct before contracting.
3.4. Board Members

3.4.1 Criminal Record Checks
Formal criminal record checks from the individual’s country of citizenship will be required for all board members. This process will be managed by the Board Governance Committee.

For individuals who have lived in a country other than their country of citizenship for any period longer than twelve-months during the last five years, a criminal record check from that/those countries will also be required.

It may be deemed impossible to obtain a reliable criminal record check in some countries. In such cases, a signed character reference from a suitable senior community representative or previous employer in that country is an acceptable alternative. Decision-making about exceptions and identifying the appropriate person is at the discretion of the Chair of the board. (See annex 2 for a template character reference)

3.4.2 Code of Conduct
All board members must sign indicating their agreement to abide by the Code of Conduct.

4. Member Organisations
This section outlines the expectations that ECPAT International has of all members within our global network. These expectations are a requirement for new members.

4.1. Required Child Safeguarding Approach
As a condition of membership to the ECPAT International network, member organisations must have their own child safeguarding approach (i.e. policy, procedures) that meets the below agreed standards. Member organisations must also be prepared to demonstrate evidence that their approach is genuinely implemented in practice. Recognising the diverse nature of member organisations, contexts and types of work, there is some flexibility in the way this can be represented.

Candidate member organisations who do not have a child safeguarding approach may request the ECPAT International Secretariat for support in the establishment of such policies and procedures.

Member organisation child safeguarding approaches must meet the following conditions:

- A current child safeguarding policy in local language
- Robust recruitment procedures, that include criminal record checks as appropriate
- Requirement for staff to sign a code of conduct that includes child safeguarding expectations of personnel
- Clearly established procedure for raising concerns
- Procedure for risk assessment and management
- Commitment to regularly review the policy at least every three years.

4.2. Evidence of Active Safeguarding Procedures
Member organisations are required to collect and retain evidence that demonstrates their policy and procedures are actively followed. This will include retaining police check documentation, written interview and reference check notes, signed codes of conduct, notes related to concerns raised and responses undertaken etc.

5. Risk Assessment and Management
The sensitive nature of ECPAT International’s work is associated with child safeguarding risks. We are committed to doing everything in our power to identify and minimise preventable risk, and manage the impacts of concerns when they occur.

5.1. Programming Design
In the interest of preventing risk, we conduct and document child safeguarding risk assessment as part of the development of all new programming, including using our standard proposal template.

For all new activities ECPAT International will:

- Detail potential child safeguarding risks and mitigation measures
- Assess partners’ child safeguarding capacity
- Identify appropriate referral and support mechanisms for project contexts
- Include follow-up of risks in monitoring and evaluation activities
- Build in capacity development support to partners where necessary.

The risk assessment and management table (which includes child safeguarding risk amongst others) is included in the template for all new projects. More information is available in the Risk Management Appetite Statement and the Risk Register.

<table>
<thead>
<tr>
<th>Risk</th>
<th>Likelihood</th>
<th>Impact</th>
<th>Management Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Safeguarding</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.2. Monitoring
Child safeguarding risks are monitored throughout the life of all projects and consultation with the child safeguarding focal point is conducted where required to adjust and improve the management strategies.
Severe concerns are de-identified and captured in regular reporting to the Chair of the board by the Executive Director.

5.3. Partnerships
In line with our Partnerships Policy, all new partnerships include child safeguarding screening. Partner assessment that guide decisions on actual contracting include the requirement to provide evidence of child safeguarding policies and procedures. More information is available in ECPAT’s partnering procedures and templates.

5.4. Site Visits
ECPAT International does not generally arrange for visits by external parties to our own or other partner organisation activities that involve children, although we may facilitate contact between parties.

Where ECPAT International does make arrangements for visits to activities that involve children, all external visitors must be accompanied by a representative from, or an individual designated by ECPAT International.

When facilitating contact between partners where contact with children will be involved, ECPAT International staff will advise the partner organisation of the need to apply strict child safeguarding procedures and determine the suitability and safety of visitors to different parts of their operations. The following will be undertaken:

- Procedures prior to the visit should be explained both to project beneficiaries and visitors separately. Expectations about conduct from visitors should be explained, including what to do if this is breached.
- It is strictly prohibited for any visitor to arrange or encourage a further meeting or contact (including social media) with children or community members to their accommodation or country of residence
- Meetings with children are to occur in places such as offices, a community hall, restaurants, parks. They must never take place at or near the homes of children
- Agreement on the collection of pictures and video will be made in writing prior to the visit

6. Research
ECPAT International takes a range of precautions when conducting any research that involves children, particularly given the sensitive nature of conducting research with those who have experienced sexual exploitation.

6.1. Ethical Assessment
Before any research that involves children is undertaken, a careful consideration of the ethics of the research methodology must be done. This assessment includes balancing the rights of children to participate in the research with the potential harms that they may be exposed to (such as security risks or
re-traumatisation). In many cases, data can be collected in a range of ways that means direct discussions about experiences of sexual exploitation can be avoided. The child safeguarding focal point can be consulted for advice. Refer also to ECPAT’s ‘Guidelines for Ethical Research on SEC Involving Children’.

6.2. Consent and Assent

If children are to participate in research, ‘consent’ or legal permission for the participation of any children in research activities is usually required by national laws. ECPAT International will always obtain consent from a parent or caregiver for research activities. There may be circumstances where consent is sought from adults other than the child’s parent. For example, very vulnerable children who are being cared for out of home, or whose parents may be the cause of their distress. In these circumstances, ECPAT International will seek expert ethical advice and document processes for decision making, including sign-off from the Senior Management Team to proceed.

Even though not legally required, with research on sexual exploitation involving children, it is also ethically appropriate to also obtain ‘assent’ from child participants. This means to formally get permission from the child that they want to participate (not to just assume they do because a parent/caregiver gave consent).

Both consent and assent should be ‘informed’. This means ECPAT International will give information about what the research is doing and how their data will be used before seeking consent/assent. For children, this will be explained in ways that they can understand based on their age and understanding of the world (keeping in mind their maturity, language skills and things like if they have a disability).

ECPAT International’s standard consent form for seeking informed consent/assent for research with children is at Annex 3.

6.3. Data Management

With research on sexual exploitation involving children, greater care than usual should be paid to maintaining the confidentiality of data. It is standard practice for ECPAT, that unless the methodology requires otherwise, any personal data is de-identified and coded before being stored. Details that may identify individuals must be stored with password protection and with access restricted to those directly engaged in the research. De-identified data sets can be retained as needed, however, raw data records should be retained only for a period of five years after which they should be destroyed.

Significant care must be taken when transmitting or sharing any data. For example, email should not be used to pass on research data as it creates the potential loss of control through forwarding.

6.4. Confidentiality

Research design should aim to provide confidentiality to participants. However, in any cases where a child may be in danger, confidentiality cannot be ethically guaranteed as breaching confidentiality for the sake of safety is permitted. Particularly in countries where national legislation exist for ‘mandatory reporting’ of child-related crimes. These circumstances must be transparently explained to child participants before they participate in research.
7. Communications

ECPAT International takes a range of precautions when gathering, storing and sharing stories of or about children through external communications.

7.1. Consent and Assent

ECPAT International will always obtain consent from a parent or caregiver for collecting stories and images of children. There may be circumstances where consent is sought from adults other than the child’s parent. For example, very vulnerable children who are being cared for out of home, or whose parents may be the cause of their distress. In these circumstances, ECPAT International will seek expert ethical advice and document processes for decision making, including sign-off from the Senior Management Team to proceed.

Even though not legally required, it is also ethically appropriate to also obtain ‘assent’ from children whose stories and images we will use. This means to formally get permission from the child that they want to participate (not to just assume they do because a parent/caregiver gave consent).

Both consent and assent should be ‘informed’. This means ECPAT International will give information about how their stories and images will be used. For children, this will be explained in ways that they can understand based on their age and understanding of the world (keeping in mind their maturity, language skills and things like if they have a disability).

ECPAT International’s standard consent form for seeking informed consent/assent for communications about children is at Annex 4.

7.2. Representing Children with Dignity and Power

The following principles related to child safeguarding will be maintained in any use of children’s stories or images:

- Any images of children that are used should portray children respectfully and with dignity and power
- No photographic, electronic or printed material containing images or information relating to children that could put the child at risk of being located are made available through any form of communications. Exceptions require the authorisation of the Senior Management Team.
- Information regarding the child’s place of residence does not accompany any image of a child, including meta-data. Should information be present, it will be pixelated or removed. Ensure children are presented in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Comply with domestic law and policies for reproducing personal images of children.
- Interview children in a sensitive manner and only when a parent or guardian is present.
- Ensure extra care and sensitivity is taken when using images and information of children who are survivors of abuse, exploitation or disaster situations.
7.3. Engagement with Media
All media that are in contact with ECPAT International shall be made aware of ECPAT International’s child safeguarding policy and procedures related to use of stories, images, and terminology and will be requested to comply with these.

In all communications, ECPAT and ECPAT members should avoid sharing a story or an image which might put the child or others at risk of stigmatization or harm even when identities are changed, obscured or not used.

8. Raising Concerns

8.1. Responsibility to Raise Concerns
Board members, staff, consultants, interns and volunteers or others must inform ECPAT International when they have a reasonable belief that a child has been harmed or is at risk of harm:

- When it is due to the actions of ECPAT International board members, staff, consultants, interns and volunteers, or others representing the organisation
- When it is due to the actions of staff or representatives of ECPAT International network member organisations.

Concerns that must be raised include:

- An observation or disclosure (by an adult or child) of actual harm or abuse to a child
- A suggestion or indication of potential harm or abuse to a child
- A breach of the Code of Conduct’s child safeguarding section
- A breach of the Child Safeguarding Policy or Child Safeguarding Procedures
- Child sexual abuse material that is received through ECPAT International electronic equipment
- A child or adult unconnected to ECPAT International presents credible evidence that a child is being abused or exploited.

8.2. How to Raise Concerns
Within 24 hours of becoming aware of the concern you must inform one of the following:

- The Executive Director
- The Child Safeguarding Focal Point
- Any member of the Senior Management Team
- The Chair of the Board of Trustees

Informing can be done in person, by telephone or email. Verbal methods should be followed up in writing as soon as possible. Contact information is available on the HUB.

8.3. Concerns Outside Scope
ECPAT International is not legally mandated to investigate individual cases. However, as a child rights organisation, the public and other parties at times approach ECPAT International to raise child safeguarding concerns that are unrelated to the organisation. For example, incidents people note in their neighbourhood, during holidays, or online. Concerns brought to the attention of ECPAT International, no matter through what channel, may be passed on to the appropriate authorities and service providers and documented by the child safeguarding focal point.

As noted in the scope section of the Child Safeguarding Policy, when credible concerns are raised with us that do not involve our activities or persons liaised with the organisation, ECPAT International is still committed to responding to all child safeguarding concerns by identifying and connecting to appropriate support, facilitating referrals, assisting with reporting to relevant authorities and advocating for cases to be addressed where appropriate.

Responses to accusations of criminal activity received may depend on the credibility of the accusations made and the amount of evidence provided in the message, but could include:

- Reminding the complainant that ECPAT is not legally mandated to investigate individual cases
- Assuring them that they ‘did the right thing’ by reporting the abuse/exploitation
- Assuring them that we will pass on their concerns to relevant authorities (such as INTERPOL or local police) if appropriate. This should always be done if child sexual abuse material is received through an ECPAT account
- Urging them to report their suspicions to local authorities
- Providing information on other reporting options, such as the report page on the ECPAT website.
9. Investigating and Responding to Concerns

9.1. Assessing the Concern

Once a concern is raised, the child safeguarding focal point and (if required) representative of the Senior Management Team will document the concern and assess the risk using the matrix below to decide on a response.

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Description</th>
<th>Likelihood</th>
<th>Description</th>
<th>Probability</th>
<th>Time period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severe</td>
<td>Serious sustained or complex effects on individuals involved, including death, injury or prosecution</td>
<td>Almost certain</td>
<td>Is expected to occur in most circumstances</td>
<td>Over 90%</td>
<td>During review period.</td>
</tr>
<tr>
<td>Major</td>
<td>Serious complex impact on individuals or ECPAT, including injury or prosecution requiring significant support</td>
<td>Likely</td>
<td>Will probably occur in most circumstances</td>
<td>Between 60% and 90%</td>
<td>During review period.</td>
</tr>
<tr>
<td>Moderate</td>
<td>Represents direct impact on individual or ECPAT, but does not involve injury or prosecution</td>
<td>Possible</td>
<td>Might occur at some time</td>
<td>Between 30 to 60%</td>
<td>Within 3 years</td>
</tr>
<tr>
<td>Minor</td>
<td>Represents poor judgement (such as breach of CoC or policy) but impact does not extend beyond discomfort or minor disruption</td>
<td>Unlikely</td>
<td>May occur only in exceptional circumstances</td>
<td>Between 10 and 30%</td>
<td>Within 5 years</td>
</tr>
<tr>
<td>Insignificant</td>
<td>Minor procedural breach that will have minor or indirect consequences</td>
<td>Rare</td>
<td>Not expected to occur</td>
<td>Less than 10% (less than 1 in 10)</td>
<td>Not likely within 5 years</td>
</tr>
</tbody>
</table>

9.2. Responding

The response to a concern will depend on its assessment.

**Extreme:** The Executive Director and Senior Management Team will be immediately informed and the Executive Director will be responsible for deciding on the strategy to investigate and respond. The Chair of the board will be promptly informed by the Executive Director. Relevant authorities and support services should be engaged.
High: The Executive Director will be informed and will decide whether to also inform the Senior Management Team and Chair of the board and document the concern. The Executive Director will be responsible for deciding on a strategy to investigate and respond. Relevant authorities and support services should be engaged.

Medium: Senior Management Team representative will be informed and child protection focal point will document the concern. Senior Management Team representative will decide on a strategy to investigate and respond, and inform the Executive Director. Support services may be engaged. Board informed through regular reporting mechanisms.

Low: Child protection focal point will document the concern. Senior Management Team representative will decide on a strategy to respond if required, and inform the Executive Director. Board informed through regular reporting mechanisms.

The following considerations should be made when deciding on the nature of investigations and response:

9.2.1 The Best Interests of the Child
In any concern, the best interests of child/children involved is the primary consideration in decision making. All efforts will be made by ECPAT International to ensure that any children involved are not at risk of further harm. Every effort must be made to ensure the immediate safety of the child and their safety throughout the investigation.

9.2.2 Referring to Support Services, Police or Authorities
Initial consideration of the concern will assess whether there are legal considerations. In consultation with a member of the Senior Management Team, a decision to contact the police from the relevant jurisdiction will be made by the Executive Director.

Immediately reporting such instances to local authorities may not always be in the best interests of the child involved. In many contexts we work, local authorities do not have the resources available to effectively handle these types of situations so ECPAT International will consult local mechanisms and support services (such as hotlines) to determine a response that is in the best interests of the child. We would typically engage local partners to support the reporting process when deciding to report to local authorities or police.

9.2.3 Considering Personal Security
It is always important to consider the safety of those individuals who may be responding to serious concerns related to children. In some locations, the people reporting or responding to child safeguarding concerns can be threatened or have their safety put at risk. This does not mean that ECPAT International will not respond, but that we will carefully consider the context when planning a response. For this reason, particular care must be taken to maintain confidentiality around concerns.
9.3. Documentation

Child safeguarding concerns are sensitive and note-keeping and communications must be handled carefully. The purpose of keeping notes is to objectively summarise the issues that arose, what occurred, what needs doing next and who attended where and when.

Any information shared will be done so on a ‘need to know’ basis and with the knowledge of those concerned. Notes need to be retained on file to demonstrate how we investigated and responded to all concerns and incidents. Storing notes on file (with restricted access) is the responsibility of the child safeguarding focal point and Senior Management Team.

If action is taken against a member of staff, then a note of this will be made on their confidential personnel file, and will be disclosed by the Executive Director if a reference is sought.
Annex 1: Code of Conduct

Acknowledging that:

- ECPAT International is a child rights organisation committed to combating sexual exploitation of children
- ECPAT International provides resources and support to member groups and partners working directly with young people, many of whom are from vulnerable or marginalised groups, live or have lived in difficult circumstances, and/or are at risk, and
- Every member of the Board, staff, consultant, intern and volunteer are in a position of responsibility, trust, confidence and authority.

I, the undersigned, hereby agree that I have read and understood the relevant organisational policies, including for fraud, child safeguarding and others. I agree to comply with these and the following code of conduct:

COMPLIANCE

- Uphold the integrity of ECPAT International by ensuring that my personal and professional conduct is of the highest standard
- Be courteous and respectful to children, colleagues, other work associates and the general public at all times
- Act with openness, honesty and integrity in fulfilling their duties and responsibilities
- Account accurately and properly for financial transactions. Respect and be sensitive to the culture, traditions, language and customs of the host countries and its nationals, as well as colleagues from other countries
- Participate actively participate in promoting high ethical standards and behaviour at all times
- Clearly and accurately inform donors, stakeholders, partners or individuals on the activities of ECPAT International as required
- Ensure safety, security and appropriate use of ECPAT International property (including intellectual property such as logos) and resources at all times
- Ensure ECPAT International premises, its equipment or resources are not used or utilized for personal gain or unauthorized or illegal purposes
- Refrain from making financial rewards and gifts to government officials, partners or others in order to seek personal favors or facilitate business transactions
- Decline to accept any gifts of any kind or favors from current or potential partners or suppliers, (including travel agents and hoteliers) who have a business relationship with ECPAT International;
- Hand over any donations received that are intended for ECPAT International to the Deputy Executive Director/ Operations with details of the donor (name, address, date, and phone number and if applicable the purpose of the donation)
- Avoid use of illegal substances
- Refrain from being under the influence of alcohol or illegal controlled substances while on duty or when representing ECPAT International at an external event or meeting, including all events where donors, media or dignitaries are present
- Demonstrate prudent judgment with information and materials that requires a degree of confidentiality – especially if said material has the potential to directly or indirectly harm the organization, its staff and/or its reputation
- Declare to the management that there is a conflict of interest in the event that one exists - and voluntarily withdraw from participating in any reviews of bids, contracts or staff interviews etc. as appropriate
- Refrain from making public statements and/or interviews written or verbally on behalf of ECPAT International without prior approval of the Executive Director. This includes statements on social media
- Refrain from inappropriate messaging on social media, either through formal ECPAT channels or as an individual. Inappropriate messaging includes any information that can be linked to ECPAT International, the network, or its staff and directly or indirectly harm the organization, its staff and/or its reputation. The Social Media Policy must be followed
- Refrain from accepting any honor, decoration, favor, gift or remuneration from any Government or organization. If refusal of an unanticipated honor, decoration, favor or gift would cause embarrassment to the Organization, the staff member may receive it on behalf of ECPAT and entrust it to the Executive Director who will either decide to retain it for the organisation or arrange for its disposal.

CHILD SAFEGUARDING
- Refrain from engaging in any relationship with a child that is exploitative, abusive or puts the child at risk of harm
- Refrain from engaging in any activity of a sexual nature with any person below the age of 18 years
- Abstain from purchasing any sexual services, regardless of the age of the other person
- Not view, possess, produce, or distribute child sexual abuse materials
- Not support or become involved in activities related to trafficking of children
- Not hire children in labour that is harmful to their development, dignity or health
- Ensure I do not physically, emotionally, sexually or otherwise abuse or exploit any child
- Ensure I am not unaccompanied with an individual child in the course of my work, including during visits to member organisations or partners (unless specific permission from SMT has been granted).

CONFLICT OF INTEREST
A conflict of interest shall be deemed any act or situation that would compromise a staff member’s ability to perform or take decisions objectively with regard to the interest of ECPAT International. Some examples are:
- Ownership or partial ownership by a staff member of a business providing goods or services to ECPAT International
- Ownership by a relative of staff member of a business supplying goods or services to ECPAT International
- Working (with financial or non-financial compensation) with another employer while employed by ECPAT International; or
- Staff member with a membership of a Board of another organization.

If a conflict of interest exists, the staff member is expected to disclose the fact to their respective supervisor for appropriate measures to be taken, which may include removal from certain activities and duties.

Hiring of relatives is strongly discouraged and will be considered only in exceptional circumstances. Relatives include de facto partners/spouses, children, parents, siblings, aunts/uncles, and cousins.

Staff shall not supervise relatives, participate in interviews where they are being considered, or lobby for their employment.

Staff who discover that relatives have applied for positions with ECPAT International must notify the DED/O. Failure to divulge such information may result in disciplinary action against the staff member concerned.

**REPORTING OF INAPPROPRIATE CONDUCT/BEHAVIOR**

Staff have the responsibility to bring to the attention of the Executive Director or the Deputy Executive Directors any incidents of inappropriate behavior or abuse of office property. Any such information received will be treated strictly confidential.

ECPAT International has a zero tolerance policy for any reprisals or retaliation against staff who report incidents (“whistle blowers”). ECPAT International will not condone actions in retaliation for appropriately initiating or assisting in any investigation.

I am aware that I shall be liable for disciplinary action in case of failure to comply with any of the above conditions that are to be followed by a thorough investigation, including referral to law enforcement authorities, and/or social services authorities if child rights laws have been violated.

Name:

Date:
Annex 2: Template Character Reference

Character Reference – where overseas police check unavailable

<table>
<thead>
<tr>
<th>Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td></td>
</tr>
<tr>
<td>Referee</td>
<td></td>
</tr>
<tr>
<td>Country of Residence</td>
<td></td>
</tr>
<tr>
<td>Dates and place of residence</td>
<td></td>
</tr>
</tbody>
</table>

______________ has applied for a position with ECPAT International and has advised us that you knew her/him when he/she lived.

in ____________________ from _______________ to ___________________

It is important to ECPAT International that all people we recruit are able to demonstrate:

- That they do not have violent or child-related offences on a police record in any countries in which they have lived
- That they are/have been respected members of communities in which they have lived

<table>
<thead>
<tr>
<th>Could you tell me a little about your community and what your position is within the community?</th>
</tr>
</thead>
<tbody>
<tr>
<td>How long have you lived in this community?</td>
</tr>
<tr>
<td>How did you get to know ______? How long did you know him/her? How often did you see him/her in the community?</td>
</tr>
<tr>
<td>To the best of your knowledge, was ______ involved in or convicted of any crimes, particularly crimes related to children?</td>
</tr>
<tr>
<td>If ______ had any issues with the police or authorities while they lived in ______ would you have known about it?</td>
</tr>
<tr>
<td>How did he/she interaction with people within the community generally?</td>
</tr>
</tbody>
</table>
Annex 3: Consent form for Children’s Research Data

My name is______________________________

Please tick:

☐ I have been told about the research project and I understand it
☐ I was given written information about the project to take away
☐ I was told about risks to me if I take part
☐ I know how information about me will be kept secret (confidential)
☐ I understand that my information will not be shared based on me alone, but only as part of a big group so I can’t be identified
☐ I know how to withdraw from the project if I want
☐ I was given the phone number and email of someone to contact about the research later if I want to ask for more information or to complain
☐ I understand that the researcher will take notes/record my voice
☐ (insert other statements as needed for project)

Signed: ________________________________  If participant is under the age of 18 years:

_____________________________  [Signature of parent/caregiver]

[Signature of individual]  Name of parent/guardian:

Date:_________________________  ________________________________

Date:_________________________
Annex 4: Consent form for Children’s Images and Stories

My name is_________________________________________.

I agree to allow myself to be photographed, videoed, filmed and/or have my voice recorded at:

________________________________________________________________________[Name/address of place]

I understand that:

- ECPAT International will use these recorded images and audio to make different kinds of messages;
- Once I have provided this consent, I have no control over how my image and story will be used;
- People I don’t know may see my story or images on the Internet, TV or other media;
- I will not be paid money for this consent, now or at a later date unless a separate contract/agreement is made; and
- ECPAT will never use my story or images in a way that could harm me, or effect my privacy or safety.

Signed: ______________________________________________________________________

If participant is under the age of 18 years:

[Signature of individual] ______________________________________________________________________

[Signature of parent/caregiver] ______________________________________________________________________

Date: ________________

Name of parent/guardian: ______________________________________________________________________

Date: ________________